



**TOWN OF PITTSFIELD  
WEBSITE COMMITTEE  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263**

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## **MEETING MINUTES OF MONDAY, SEPTEMBER 26, 2016**

### **CALL TO ORDER**

Call to order at 7:15 P.M. by Clayton Wood, Chair

### **MEMBERS PRESENT**

Clayton Wood, Chair  
Cara Marston, Select Board Rep  
Erica Anthony, Select Board Rep (Alternate)  
Robert Schiferle, Secretary  
Fallon Reed, Member  
Kathi Connors, Alternate

### **MEMBERS ABSENT**

Bill Provencal, Alternate

### **GUESTS PRESENT**

None

### **GENERAL WEBSITE DISCUSSION**

(CW) provided an overview of where we are at right now. He said the "MyPittsfield" website has been shut down and most content moved to the Services page. The front page is getting good hits based on analytics data, and the police pages are still #2, followed by the Building Inspector, Town Crier, and the newsletter pages.

(CM) commented that she has only heard positive things regarding the website.

(CW) said we need more ideas on how to bring the community pages out more, making them more visible. He added that all meetings need to be listed in the calendars, and we need to contact the respective chairs so all the meetings are posted.

(CM) said we should make that part of the process, and will send an email to the chairs.

(CW) stated that Kathi has provided great feedback and information from her web site review, and that he is very impressed by her contributions.

There was general discussion regarding posting of individual board, committee, and employee pictures and contact information on the web site, and how some do not want their pictures or information posted.

(FR) suggested we could take pictures of whole committees, and post that along with Names, titles, and emails.

(CM) said she will let the committees know of that option.

(CW) said he is currently working on the Library web site, which is separate from the Town Website.

(CM) said she has the real Adobe software that can update forms posted on the website.

(EA) said there are many unsigned documents, and that she is working on it.

(KC) made a content suggestion about documents explaining the “MyPittsfield” move to the Town website. She said the existing two paragraphs are confusing. In addition, the newsletter was popular, so we need to bring these people over to the Town website.

(CW) said he would draft some language to replace that confusing language.

(CW) said that appears to be some misconception by the EDC with regard to using Bob Legg pictures. We need to ask the EDC what they would want to do.

(FR) said she would contact the chair and find out what they need.

(FR) suggested we could place the town seal in place of pictures for those who do not want their picture posted, or perhaps we could take a group picture without them, and just list their names as “not pictured”.

(CM) suggested we need to think about creating a “Town Meeting” spot on the website, so it can be a central place for posting all pertinent information.

(FR) suggested a Town Admin page, and placing a “Contact Us” on the main menu with a list of town officials, perhaps even a version that included pictures for those contacts.

(CM) re-iterated that we need everyone to schedule meetings on the website so we can avoid meeting conflicts.

(FR) suggested we add a WordPress plugin organize the photo library. She will review some plugins and make a recommendation.

(FR) Motion to approve minutes as amended with Kathi's correct name  
(CW) Second  
Minutes were approved, 5-0

(KC) said we should think about and consider the "Contact Us" suggestion.

(CW) said we should look into mobile friendly PDF document orientations to make it them easier to read. You turn your phone to view a different orientation and it just rotates on you.

Next meeting will be in November, starting at 7:15 PM.

Meeting adjourned at 8:07 P.M.



Clayton Wood, Chair

10/16/2017

Date



Robert Schiferle, Secretary

10/16/2017

Date